



FOOTHILL COUNTRY DAY SCHOOL

Job Description

Position: Bilingual Receptionist (Mandarin)

Reports to: Head of School

Position Status: Full-time, Non-Exempt

Summary

Foothill Country Day School seeks an experienced Bilingual Receptionist that is fluent in Mandarin and has a passion for education and working with faculty, students, and parents. This individual will be responsible for performing administrative duties including: answering all in-coming calls, meeting and greeting guests, and supporting the work of the administration.

Essential Duties and Responsibilities

- Answer all in-coming calls, direct calls to appropriate person, take messages, and monitor office voice mailbox.
- Warmly greet and direct visitors with warmth and enthusiasm, determine nature and purpose of visit and direct or escort them to specific destinations.
- Respond to inquiries about Foothill Country Day School such as location, employees within the organization or services provided, as well as student, faculty, and staff questions and inquiries.
- Operate electronic entry system and assist in keeping the campus secure by checking ID of visitors and keeping the sign-in log accurate.
- Confirm authorized persons for student pick-up.
- Handle incoming/outgoing mail and packages.
- Keep front desk area and lower lounge clean and orderly and manage inventory of school/office supplies on monthly basis.
- Attend to minor first aid needs of students, including dispensing medications per confirmed written permission slips.
- Serve as a member of the administrative team to participate in all office projects, mailings and events.
- Assist Head of School through coordination of activities, calendaring and itinerary assistance. Also schedule telephone calls, meetings and reserve conference rooms as needed.
- Assist in various staff functions throughout school year.
- Schedule buses for field trips and events.

The ideal candidate will have the following background, skills, and attributes:

- Fluency in verbal Mandarin required.
- Receptionist/administrative assistant experience.
- Intermediate to advanced skills in Microsoft Office products.
- Ability to prioritize and perform multiple tasks in an organized manner.
- Ability to successfully complete duties in an environment with constant interruptions and distractions.
- Ability to write reports, business correspondence, and memos.
- Ability to be flexible, creative, collaborative, and efficient.

Foothill Country Day School provides a competitive salary and an inviting, professional, and collegial working environment. Physical presence is an essential function of the job.

Foothill Country Day School is an equal opportunity employer and abides by all local, state, and federal laws in its interview and employment practices.

Please send a cover letter and resume to Katherine Torres at ktorres@foothillcds.org.